

Ballad Logo Here	KATS Technical Services Service Group: All	Procedure #	1
		Revision #	1
		Implementation Date	1/05/2018
Procedure Name	Non-Ballad Device	Last Reviewed/Update Date	1/05/2018
Procedure Owner	Jeff Carter	Approval	

1. Purpose

Provide instructions for installing the VMware View Client a non-Ballad device. These instructions are for a Windows based OS.

2. Scope

This process applies for users of the Ballad Horizon View Virtual Desktop.

3. Prerequisites

You must have been given your access and login credentials prior to this.

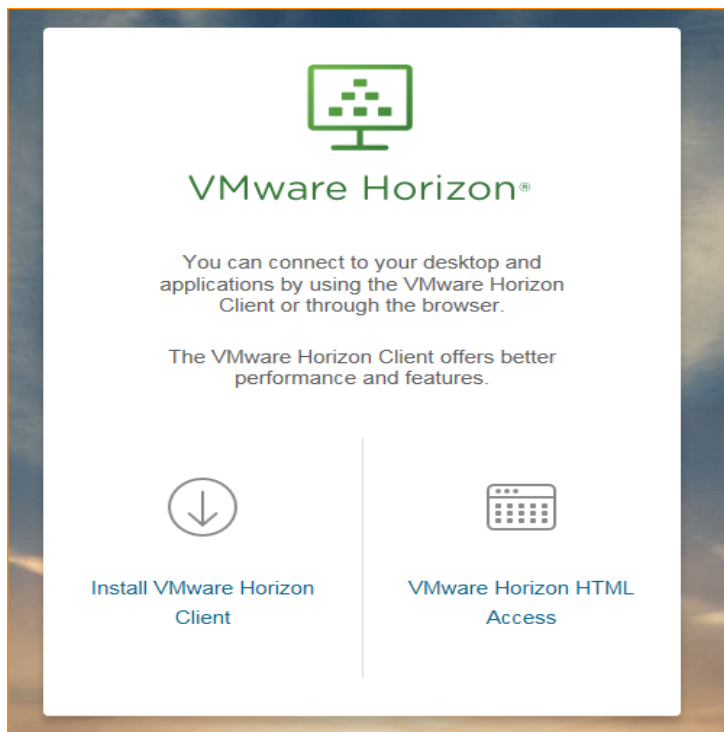
4. Responsibilities

Technical Services, specifically Workspace Services, provides documentation regarding access to Ballad's view environment.

5. Procedure

1. From your PC or Laptop open IE and enter the following URL

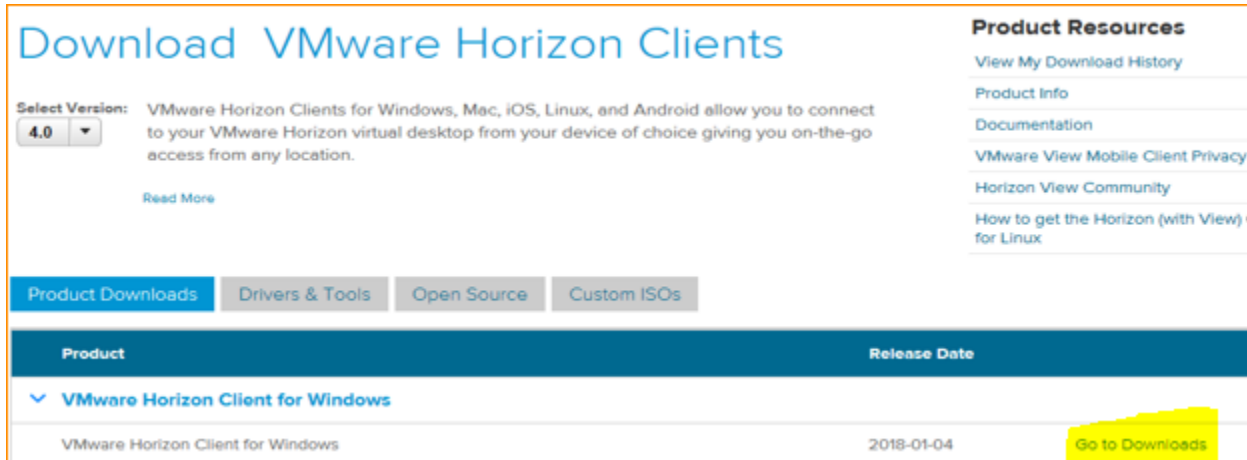
<https://view.wellmont.org>



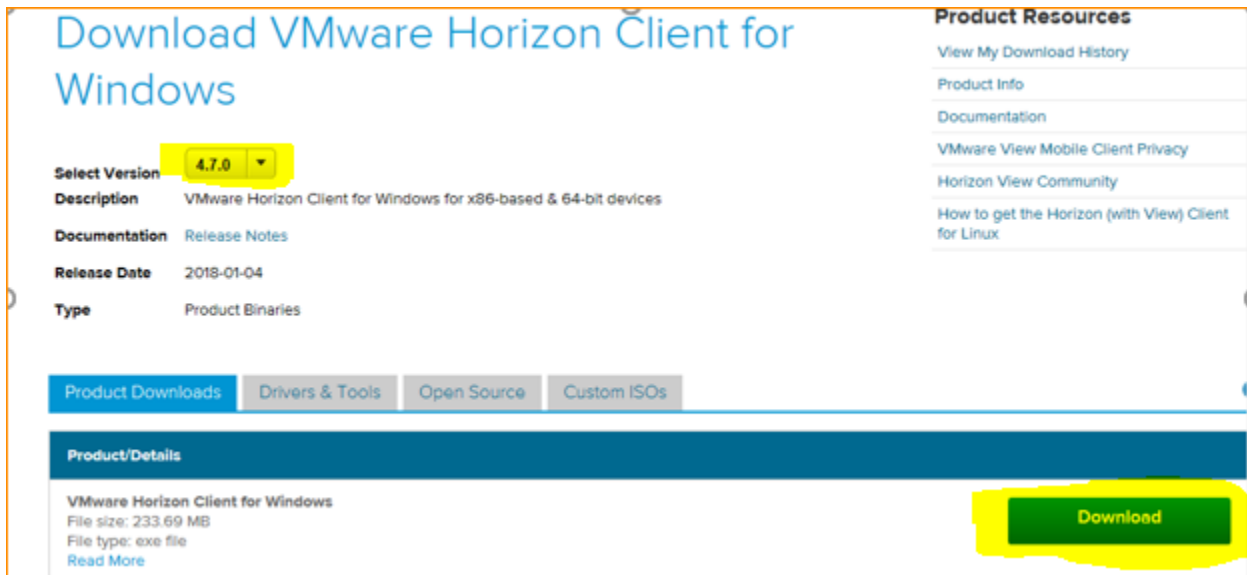
Click on install VMware Horizon Client.

Ballad Logo Here	KATS Technical Services Service Group: All	Procedure #	1
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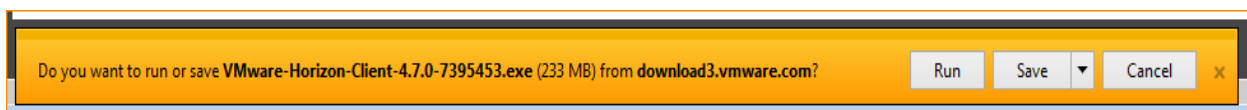
2. Click on Go to Downloads under Client for Windows. Use this for windows 7, 8.1 and 10.



3. The latest version will always be selected at the top, select download

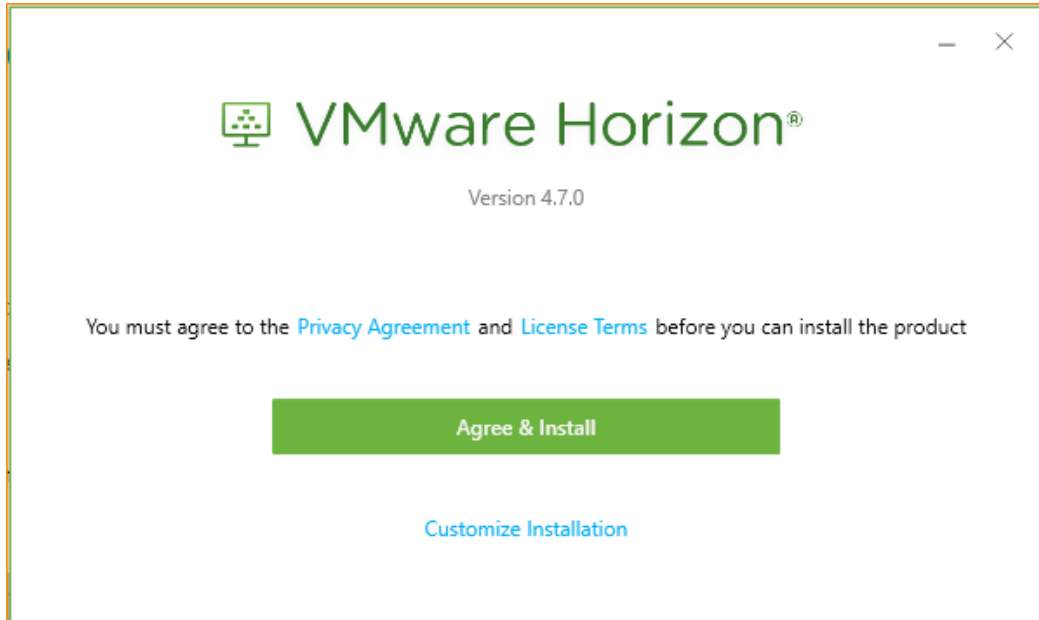


4. Click RUN when prompted to run or save the download.

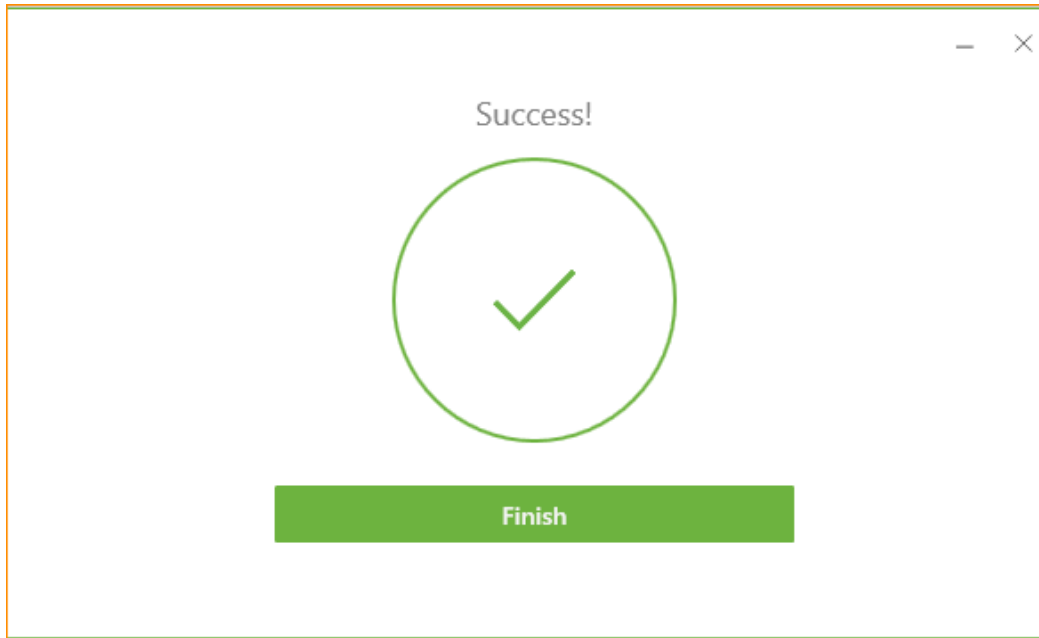


5. Agree to install.

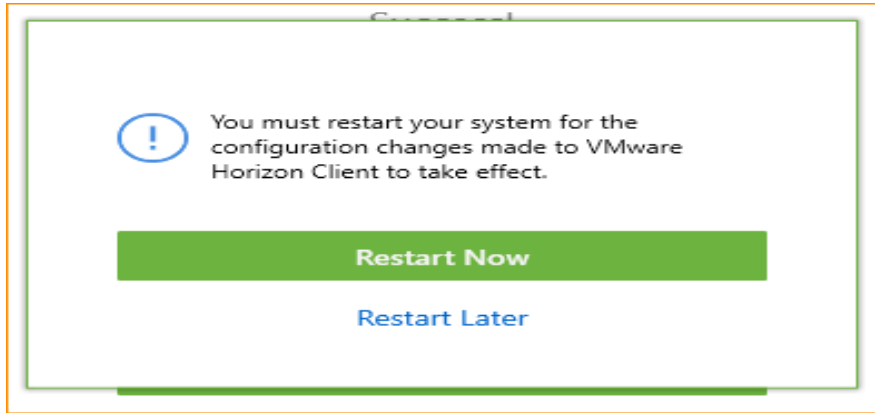
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		Revision #	1
		Implementation Date	1/05/2018
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6. Finish and restart.



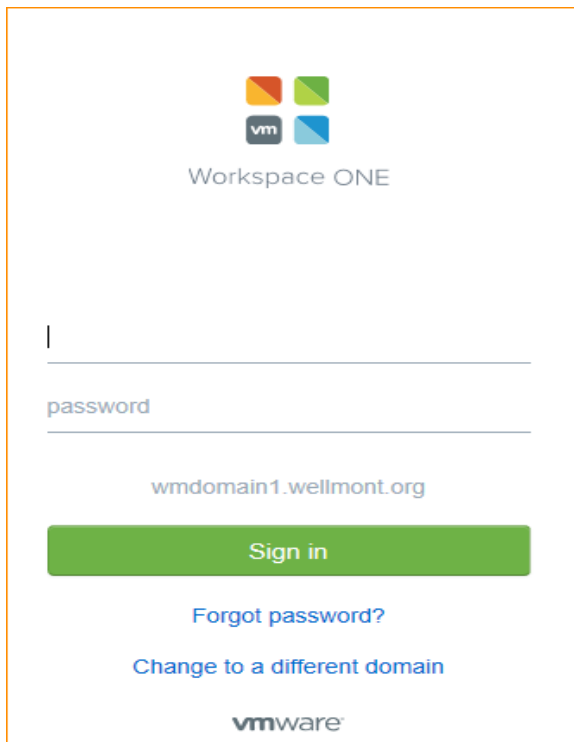
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		Revision #	1
		Implementation Date	1/05/2018
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7. Open IE or Chrome and enter the following URL

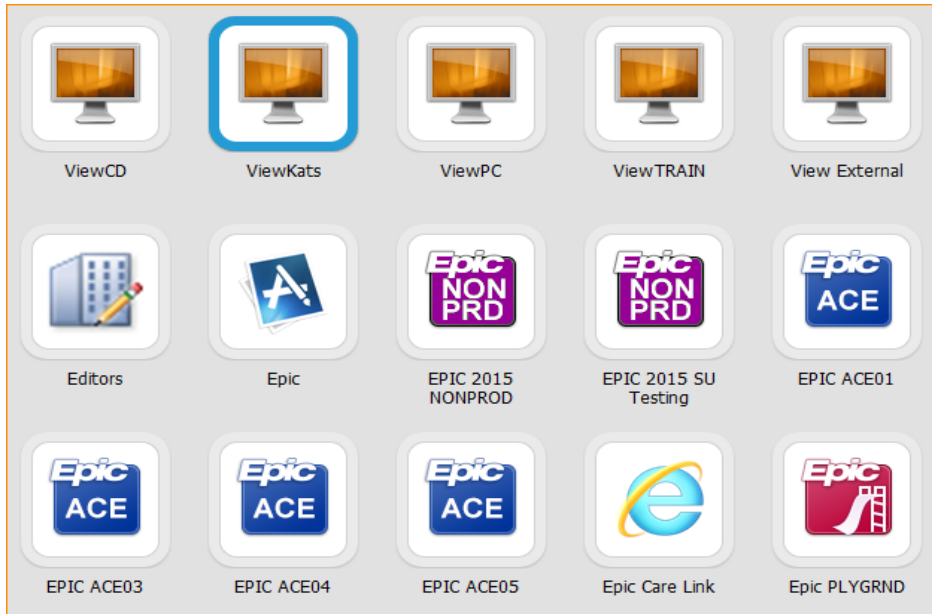
<https://workspace.wellmont.org>

8. Login using Ballad supplied credentials.

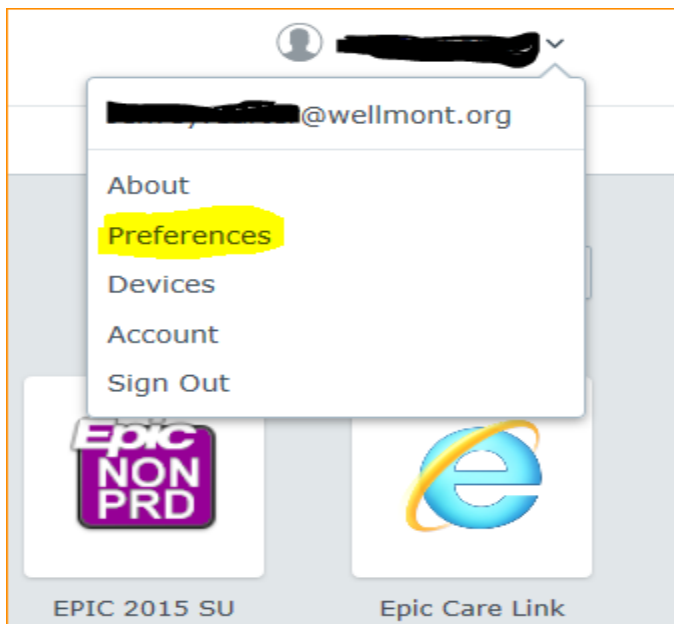


Ballad Logo Here	KATS Technical Services Service Group: All	Procedure #	1
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9. A list of desktop pools or applications will appear.



10. In top right next to your name select the drop down arrow. Go to Preferences and set Horizon Client (default) and save.



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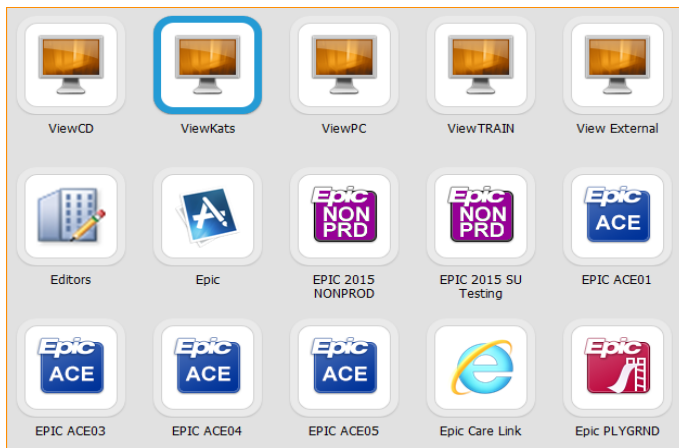


Select how you would like to launch Horizon Desktops and Applications

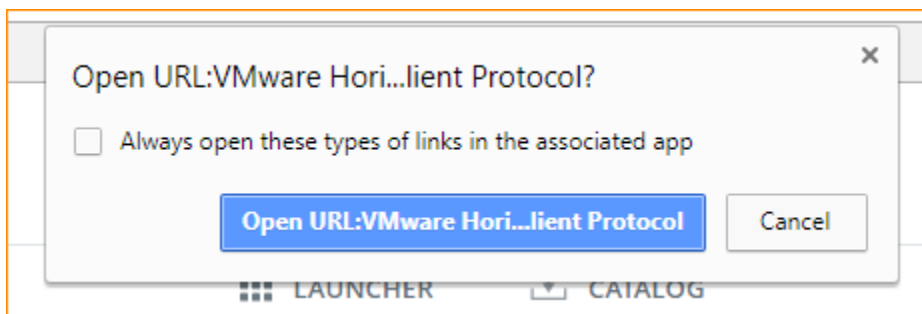
Horizon Client (default)
 Browser

Save

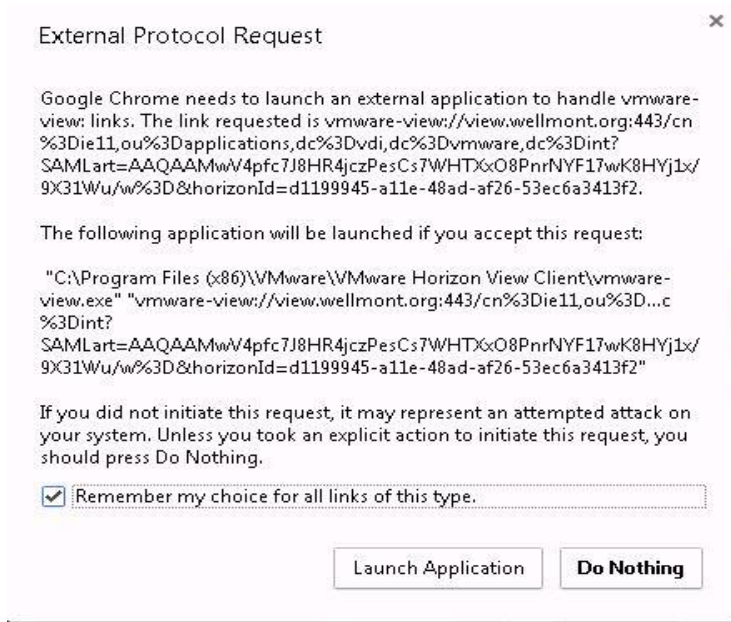
Now choose from the icons the appropriate application or desktop pool you want to open.



11. If using Chrome, the following messages may appear. If so, please add a checkmark in the box Remember my choice for all links of this type then select Launch Application.



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12. To exit or close VDI desktop please select Start/Log off. At the Workspace screen with the screen that displays the pools and applications click the little down arrow beside your name click Sign Out.